

Sample Uniform Complaint Procedure Form For Education Code 35186 Complaints

Education Code 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However if you wish to receive a response to your complaint, you must provide the following contact information. Response requested: ☐ Yes ☐ No

Name: _____ Address: _____

Phone Number: Day: _____ Evening: _____

Issue of complaint: Please check all that apply:

1. Textbooks and Instructional Materials:

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state adopted or district adopted textbooks or other required instructional materials to use in the class.
- ☐ A pupil, including an English learner, has insufficient textbooks or instructional materials or both, in each of the following subjects, as appropriate, that are consistent with the content and cycles of the curriculum framework adopted by the State Board; Mathematics, Science, History-social science, English/language arts, including the English language development component of an adopted program.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school in order to complete homework assignments.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions:

- ☐ A condition that poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.

3. Teacher Vacancy or Misassignment:

- ☐ Teacher vacancy. A semester begins and a certificated teacher is not assigned to teach a class.
- ☐ Teacher misassignment. A teacher is assigned to teach a class for which the teacher lacks subject matter competency, or a teacher lacks credentials or training to teach English learners is assigned to teach a class with more than 20% English learner pupils in the class.

Date of Problem: _____

Location of Problem (School Name, Address, and Room Number or Location): _____

Course or Grade and Teacher Name: _____

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation.

Please file this complaint at the following location:

(Principal or the designee of the district superintendent, and address)